

Nevada Division of Environmental Protection
Bureau of Waste Management
Announces...

A Recruitment for:

Public Service Intern I

<p style="text-align: center;">APPROXIMATE STARTING SALARY – \$28,459 PAY GRADE: 27</p> <p>Annual salary based on 40-hour workweek and employee/employer contribution schedule to the retirement plan.</p>	
<p>RECRUITMENT OPEN TO: All qualified persons.</p> <p>RECRUITING FOR: Full-time or part-time public service intern in the Bureau of Waste Management of the Nevada Division of Environmental Protection located at Carson City, Nevada. In order to receive consideration, applicants must indicate their availability to work in this geographical location.</p>	<p>APPLICATIONS ACCEPTED UNTIL: 10/30/02</p>
<p>THE POSITION: The public service intern will work in the solid waste branch of the bureau of waste management, primarily in the state recycling program. The position can be either a full-time or part-time position, however; a commitment of at least 30-hours per week is desired. The public service intern will assist the state recycling coordinator in providing public education and outreach regarding issues of resource conservation and sound practices of waste management; including waste reduction, reuse and recycling. A daily task associated with public information and education is staffing the toll-free recycling hotline. The public service intern will assist the recycling coordinator in collecting and analyzing data associated with solid waste management and recycling. Annual compilation and calculation of a state recycling rate is an example of this task. Other tasks span a wide-range of functions including maintenance and update of the state recycling hotline database and web pages, support and assistance to state recycling contractors, routine public correspondence, participation in special events, and other special projects as the needs arise.</p> <p>TO QUALIFY: The minimum qualifications for this position require graduation from high school or the equivalent and enrollment and successful performance in an academic program at an accredited college or university in environmental science, public service administration, or a closely related field to either of these two disciplines. Applicant must be able to staff recycling hotline telephone and communicate clearly with the public.</p>	<p>BASIS FOR SELECTION: The selection process will include a rating of education, experience, and availability based on application review. Applicants may be required to participate in an interview.</p> <p>AREAS OF ATTENTION: Knowledge of waste management and recycling, knowledge of environmental laws and regulations, especially solid waste regulations, understanding of public service administration, oral and written communication skills, knowledge of office computer software applications, and other special areas of training, education, or experience such as environmental education, data management, or working with the public.</p> <p>Please clearly identify any other qualifications that you believe makes you an outstanding candidate for this position on your application.</p> <p>SPECIAL NOTES:</p> <ul style="list-style-type: none"> • Maximum length of internship is two years. • Employment is not to exceed six months from the date of graduation. • Employment in this class will not lead to permanent status in State service. • For additional information regarding the public service intern classification visit the Nevada Department of Personnel web site at www.state.nv.us/personnel.

SUBMIT APPLICATIONS / DIRECT INQUIRIES TO:

<p>David Friedman Phone: (775) 687-9466 E-mail: dfriedma@ndep.state.nv.us</p>	<p>Nevada Division of Environmental Protection 333 West Nye Lane, Room 138 Carson City, NV 89706-0851</p>
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